

GOVERNMENT OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-09-M052	POSITION: Clinical and Health Services Program Manager MS 301-14
OPENING DATE: 4/22/09	CLOSING DATE: 05/05/09
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: _____	SALARY RANGE: \$88,545 - \$123,963 PA
WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY: 8:00 A.M. TO 5:00 P.M. Monday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: UNLIMITED NO. OF VACANCIES: ONE (1)
AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Clinical Practice (ODDCP), Clinical and Health Services Administration	
DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)	

The mission of the Child & Family Services Agency (CFSA) is to improve the safety, permanence, and well-being of abused and neglected children and to strengthen troubled families in the District of Columbia. The Clinical and Health Program Manager is responsible for co-managing and directing the delivery of professional well-being services to children and families of the District of Columbia. Manages the day-to-day operations of mental/medical health, clinical/residential services, contract procurement and monitoring and bill adjudication.

- Determines program goals, objectives and guidelines. Devises, plans, develops and implements timetables for various phases of program activities. Evaluates program effectiveness and compliance, initiates corrective actions or revisions, and provides technical directional and administrative support to program personnel.
- Directs and guides mental health services and assures liaison with the DMH city-wide Multi-agency Planning Team, developing and implementing protocols for mental health and residential placement of children in the child welfare system. Ensures management of mental health and the residential placement decision process and coordinates with other agency leadership to develop systems for monitoring programs effectiveness.
- Assists in directing all activities related to health services programs. Coordinates the efforts of the Agency with community agencies and providers regarding issues of health care to committed children. Provides direction to the supervisors, lower level professionals and administrative staff in the CHSA and assures compliance with best practices to support administrative and legal mandates.
- Provides leadership in developing processes for monitoring, staffing and consulting on children in congregate care and acute care settings. Assures development of processes to support program operations in moving children to appropriate, least restrictive settings and develops a tracking mechanism for keeping the Clinical and Health Services Administrator and Deputy Director of Clinical Practice informed of trends in placement of children.
- Reviews reports, data and other information from the CHSA team. Identifies adverse or positive trends and outcomes. Provides information to leadership and advises on possible solutions to impact quality of clinical practice and service delivery. Performs the full range of supervisory functions for subordinate supervisors; provides direction to technical support staff to ensure that Administration goals and objectives are effectively performed and that productivity is maintained.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Thorough knowledge of Federal and District laws and regulations related to child welfare.

SELECTIVE PLACEMENT FACTORS:

- **A Master's Degree in Social Work from a school accredited by the Council of Social Work Education**
- **Requires a license in Social Work, Psychology or other related Social Science field**
- **Requires Supervisory experience and Ability to manage social services disciplines**
- **Requires valid Driver's License**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. **Thorough knowledge of clinical practice protocols, program policies, technical and administrative procedures and guidelines;**
2. **Thorough knowledge of Systems of Care Model, Family Group Decision Making and best practices to provide staff leadership, mentoring for program operations and quality outcomes for children and families in the child welfare system;**
3. **General knowledge of research evident by years of experience which involved research and analysis;**
4. **Ability to use Microsoft Office for oral and written presentations;**

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:		WEBSITE:	www.cfsa.dc.gov
FAX TO:	(202) 727-5750	TELEPHONE:	(202) 724-7373
EMAIL TO:	cfsa.jobs@dc.gov		

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (gender or sexual harassment), AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY,, GENETIC INFORMATION,GENDER INDENTITY OR EXPRESSION, OR COLOR, DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
